InfoPath
Electronic Notice
of Arrival/Departure

(e-NOA/D)

Software User Guide

October 24, 2005

Record of Changes

	Record of Changes		
Approving Authority/Owner *SANS PO*		**Document Author** *SANS FAM*	
Version	**Reason for Change/Approved By**		**Approval Date**
1.0	Creation of the New Document.		01/31/2005
1.1	Two changes were made: 1. Crew List and Non-Crew and Passenger List sections were changed. The **Debark Country** field is no longer required in the **Debarkation** sections. See page 41 and page 46. 2. A link was added to the Customs and Border Protection's Electronic Transmission of Passenger and Crew Manifests for Vessels and Aircraft; Final Rule (8 CFR Parts 217, 2313, and 251, and 19 CFR Parts 4, 122, and 178). See page 7, page 14, page 16, page 17, page 25, page 27, page 30, page 38, and page 43.		04/13/2005
1.2	Three changes were made: 1. The **Notice Type** field is disabled if the **Transaction Type** field is set to **Update**. See page 15. 2. A filter has been added to the **Voyage Type** field. See page 15. 3. Figure 5 was updated. See page 16.		05/13/2005
2.0	Eight changes were made: 1. Figure 2 was updated. See page 8. 2. The **Transaction Type** field is now a drop-down pick list. Figure 4 was updated. See page 10 and page 11. 3. A date limitation has been added. See page 17. 4. Two ID Type values have been added to the drop-down list for crew and non-crew members. See pages 37 and 43. 5. Figure 25 was updated. See page 48. 6. Figure 26 was updated. See page 49. 7. An e-mail message limitation size has been added. See page 50. 8. Figures 30 and 31 are new to the document. See page 52.		07/25/2005
3.0	Nine changes were made: 1. Figure 2, Figure 4, Figure 9, Figures 20-25, Figure 27, Figure 28, Figure 31, Figure 33, and Figures 38-40 have been updated. See pages 8, 10, 17, 30, 32, 34, 35, 40, 41, 46, 49, 51, 55, and 56. 2. The option to submit a U.S. to U.S. departure has been removed. See pages 10 and 12.		10/24/2005

| | 3. All references to **Crew Details** table have been replaced with **Crew List** table. See pages 35-40. 4. All references to **Non-Crew Details** table have been replaced with **Non-Crew & Passenger List** table. See pages 41-47. 5. The **Residence** section, located in the **Non-Crew & Passenger List** table, has been renamed to **U.S. Residence**. See page 41. 6. The **Country of Residence** field, previously located in the **Non-Crew & Passenger List-Residence** section is now located in the **Non-Crew & Passenger List-Individual** section. See page 43. 7. Users may now view previously entered **CDC List** information, **Last 5 Foreign Ports/Placed Visited** information, **Crew List** information, and **Non-Crew & Passenger List** information while entering new respective record information. See pages 32, 34, 40, and 46. 8. Figure 26, Figure 29, Figure 32, and Figure 37 are new figures. See pages 40, 46, 50, and 55 respectively. 9. Users must now scroll to the end of the **Crew List** or to the end of the **Non-Crew & Passenger List** to view, edit, and/or enter individual information. See pages 40 and 46. | |

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INTRODUCTION

The United States Coast Guard (USCG) has developed an InfoPath Electronic Notice of Arrival/Departure (e-NOA/D) application—in Microsoft Office InfoPath 2003 format—to provide the representative of a vessel with the means of fulfilling the arrival and departure notification requirements of the USCG and Customs and Border Protection (CBP). Using this application, the e-NOA/D is submitted either via the Internet or electronic mail (e-mail).

Prior to September 11, 2001, ships or their agents notified the Marine Safety Office (MSO)/Captain Of The Port (COTP) zone within 24 hours of the vessel's arrival via telephone, facsimile (fax), or e-mail.

After the events of September 11, 2001, the USCG's National Vessel Movement Center (NVMC)/Ship Arrival Notification System (SANS) was created as part of the U.S. Department of Homeland Security (DHS) initiative. Also, as a result of this initiative, the advanced notice time requirement changed to 96 or 24 hours, depending upon normal transit time. The NOAs and/or NODs continued to be submitted via telephone, fax, or e-mail, but were now to be submitted to the NVMC where watch personnel entered the information into a central USCG database.

Effective June 6, 2005, all cargo vessels are required to submit NOAs, NODs, and/or Advance Passenger Information System (APIS) messages electronically, per CBP. Therefore, the e-NOA/D is now a required method of submission for CBP. However, the e-NOA/D is still an alternative method to submitting NOAs, NODs, and/or APIS messages by the methods listed above per the USCG. InfoPath e-NOA/D, which is a one-stop notification method, eliminates the need to submit the same information multiple times to multiple agencies. Consider its advantages:

- The InfoPath e-NOA/D conforms to both the USCG's and the CBP's requirements, eliminating the need to submit duplicate and/or similar information to both agencies

- The NOA and/or NOD process is automated, as follows:

    - Once the InfoPath e-NOA/D is completed and submitted via the Internet, the data is sent automatically to the NVMC, where it is reviewed for completeness

    - When it is determined the InfoPath e-NOA/D is complete, and it is validated, the information is entered in a central USCG database

    - The USCG and other authorized Federal agencies screen the information in the database, and any findings are forwarded to the cognizant Sector/MSO/COTP.

- An active InfoPath e-NOA/D can be updated and resubmitted

- A partially completed InfoPath e-NOA/D can be stored, finalized in the future, and then submitted.

To ensure the InfoPath e-NOA/D is complete, submitted correctly, and available for use by the USCG and other authorized Federal agencies, this user guide has been developed to provide: an overview of why an InfoPath e-NOA/D is required; helpful hints to consider before filling out the InfoPath e-NOA/D; and instructions on preparing and submitting a vessel's arrival and departure information, along with other useful topics.

WHAT IS THE INFOPATH E-NOA/D APPLICATION'S PURPOSE?

The InfoPath e-NOA/D application provides an easy-to-use and efficient method of reporting the arrival to and/or departure from U.S. ports manifest required by the USCG and other Federal agencies. It was developed to enable an InfoPath e-NOA/D to be submitted directly to the NVMC via the Internet or e-mail (even while the vessel is underway), thereby avoiding faxes, scanners, and telephones. It provides a means for managing and storing company, vessel, personnel, and arrival information. The InfoPath e-NOA/D application allows a previously submitted InfoPath e-NOA/D to be reused, and a partially completed InfoPath e-NOA/D to be saved and submitted at a later date. Utilizing these features makes completing and submitting subsequent InfoPath e-NOA/Ds faster and easier.

Any NOA and/or NOD submitted via the InfoPath e-NOA/D application constitutes the official NOA and/or NOD, and duplicate submissions through other means are not required. Therefore, submitting an InfoPath e-NOA/D eliminates duplicate handling of the NOA and/or NOD.

The USCG and CBP Regulations Involved

33 Code of Federal Regulations (CFR) Part 160 (dated 28 February 2003) permanently changes the NOA requirements in *33 CFR Part 160* and consolidates the NOD into the NOA. It requires additional crew and passenger information. If there are any questions about *33 CFR Part 160*, please follow this link to the NVMC home page (www.nvmc.uscg.gov) and click on the 33 CFR 160 link in the *Downloads* section.

33 CFR Parts 104, 160, and 165 - Addendum (dated 1 July 2003) provides security measures for certain vessels calling on U.S. ports. It requires the owners or operators of vessels to designate security officers for vessels, develop security plans based on security assessments, implement security measures specific to the vessel's operations, and comply with Maritime Security Levels. This final rule can also be found at the NVMC home page (www.nvmc.uscg.gov).

33 CFR 164.35 (dated 1 July 2001) requires a vessel to indicate the operational condition of its equipment. This final rule can be found at http://www.access.gpo.gov/nara/cfr/waisidx_01/33cfr164_01.html.

SOLAS 1974, Chapter IX, as amended, makes mandatory the International Safety Management (ISM) Code, requiring the ship owner or any person who has assumed responsibility for the ship (the Company) to establish a safety management system. Chapter IX was adopted in May 1994 and entered into force on 1 July 1998.

8 CFR Parts 217, 231 and 251, and 19 CFR parts 4, 122, and 178 (dated 7 April 2005) requires each foreign or domestic vessel to provide an electronic transmission of passenger and crewmember manifest information to an immigration officer (immigration officers who perform inspection functions are now part of CBP) in advance of an aircraft or vessel arrival in, or departure from, the U.S. This rule can be found at http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

WARNING: **Use of USCG-formatted NOA methods does not relieve the submitter of the responsibility to know the regulatory requirements pertaining to its vessel and to ensure submission of a complete and accurate notice of arrival or notice of departure as specified in the aforementioned regulations. Failure to timely and accurately comply with the regulations may result in enforcement actions, including civil penalties. The Coast Guard takes no responsibility for any damages resulting from the failure to comply with the pertinent NOA and APIS regulations.**

BEFORE YOU START

System performance depends on several factors, such as:

- Using the correct computer hardware and software

- Viewing the screens with a Web browser compatible with the InfoPath e-NOA/D application

- Using the correct Internet Service Provider (ISP) for the Internet connection.

These and other topics are discussed in this section.

Basic Hardware and Software Requirements

To prepare and submit an InfoPath e-NOA/D, the basic hardware and software requirements are listed below.

InfoPath 2003 System Requirements:

- A Personal Computer (PC) with:

  - An Intel Pentium 233-Megahertz (MHz) or faster processor (Pentium III recommended)

  - 128 MegaBytes (MB) or greater of Random-Access Memory (RAM)

  - Approximately 100 MB of available hard-disk space.

- Super Video Graphics Array (VGA) (800 x 600) or higher resolution monitor

- An Operating System (OS) of either:

  - Windows 2000, Service Pack 3 or later

  - Windows XP or later.

- Microsoft Internet Explorer (IE) 6 or later.

USCG InfoPath e-NOA/D Application Requirements:

- Microsoft InfoPath 2003

- USCG InfoPath e-NOA/D application template

- Microsoft .NET Framework 1.1 (required to run InfoPath e-NOA/D application)

- Microsoft Office 2003 Service Pack 1 (required to run InfoPath e-NOA/D application)

- An e-mail application with the capability to send and receive messages (optional)

- An Internet connection

- WinZip.

NOTE: XP (both Home and Professional versions) comes with WinZip; Windows 2000 does not.

Please see the *InfoPath e-NOA/D Application – Getting Started* document found on the NVMC home page at (www.nvmc.uscg.gov) for complete information on installing Microsoft InfoPath and the e-NOAD template.

HELPFUL HINTS

Need Help?—If there are any questions regarding the InfoPath e-NOA/D, call the NVMC at the number listed in the *Contact Numbers* section below.

Computer Problems—If there are computer or network problems, please contact your local administrator. The NVMC is not equipped to handle technical support calls for local computer platform/configuration problems.

Provide Missing Information Promptly—If the submitter of an InfoPath e-NOA/D receives a notice from the NVMC that the InfoPath e-NOA/D is incomplete, please provide the required information as quickly as possible. Failure to forward the information could result in a delay or denial of the vessel's entry into the navigable waters of the U.S. or to any port or place under the jurisdiction of the U.S. If an InfoPath e-NOA/D was originally submitted, the missing information can be provided via the InfoPath e-NOA/D application's update capability. If the NOA and/or NOD was originally submitted by telephone, fax, or e-mail, the update must be submitted via one of these modes of communication.

The information contained in the InfoPath e-NOA/D is vital to homeland security. When it is not provided, the risk is increased to you and those crew and non-crewmembers onboard the vessel.

Contact Numbers—If you have any questions or need any assistance, the NVMC provides assistance 24 hours per day, 7 days a week, 365 days a year. Their contact information is:

- Web Address: www.nvmc.uscg.gov
- E-mail Address: SANS@nvmc.uscg.gov
- Toll-free Telephone Number: 1-800-708-9823
- Local Telephone Number: 304-264-2502
- Toll-free Fax Number: 1-800-547-8724
- Local Fax Number: 304-264-2684.

PREPARING AND SUBMITTING AN INFOPATH E-NOA/D

A broad range of data is contained in the InfoPath e-NOA/D, such as vessel name, vessel flag, vessel position at the time of report, vessel owner/operator, vessel crew information, vessel cargo information, Estimated Time of Arrival (ETA). The following sections provide step-by-step instructions for using the InfoPath e-NOA/D application and submitting the InfoPath e-NOA/D to the NVMC for validation.

The InfoPath e-NOA/D application operates on computers using Microsoft Windows. The instructions in this manual assume you have at least a basic understanding of Microsoft Windows. While the *InfoPath e-NOA/D Software User Guide* mentions Windows features, it provides no in-depth details on their use. If help is needed using any of the standard Windows features, such as window controls, mouse movements, or shortcut keys, refer to any commercial Windows manual.

Opening the InfoPath e-NOA/D

All of the required software, as well as the InfoPath e-NOA/D template, should be installed on the PC. In order to access the InfoPath e-NOA/D, follow these steps:

1. Click **Start**, **Programs**, **Microsoft Office**, and then **Microsoft Office InfoPath 2003**.

    The Fill Out a Form window appears similar to the following figure.
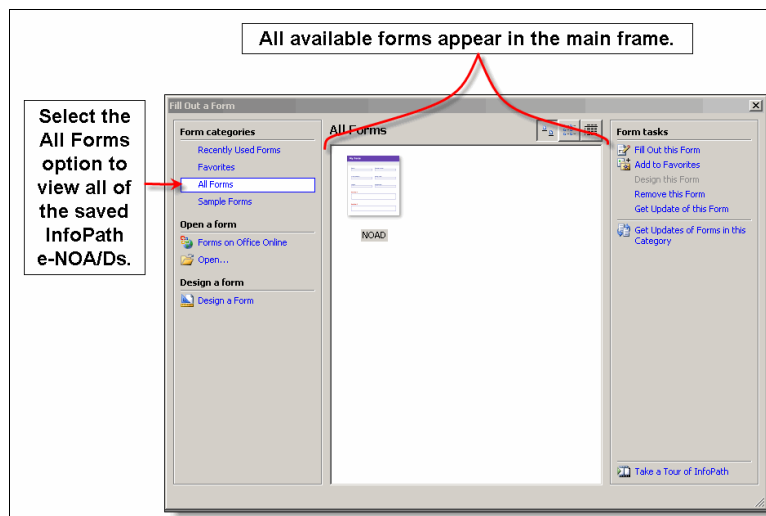

Figure 1 The Fill Out a Form Window

2. Click the **All Forms** link in the **Form categories** section (menu in the left frame).

    All available InfoPath e-NOA/Ds appear in the All Forms main frame.

3. Double-click the **NOAD** icon.

    A blank InfoPath e-NOA/D appears similar to the following figure.

Figure 2 The InfoPath e-NOA/D and Task Pane Area

When the NOAD icon is clicked, the InfoPath e-NOA/D appears in the Form Area (the large open area on the left side of the InfoPath workspace).

The **Task Pane Area** is the area located to the right of the InfoPath e-NOA/D. When the cursor is placed in any field in the InfoPath e-NOA/D, a description of the information to be entered in the field appears in this pane. Also, when the **Find** button [Find] is clicked on a field in the InfoPath e-NOA/D (as shown in the following figure), this area contains the generated picklist.

Figure 3 The Find Button

4. Continue with *Completing the InfoPath e-NOA/D* for instruction on completing the InfoPath e-NOA/D.

Completing the InfoPath e-NOA/D

Each of the following sections provides detailed instructions for completing the InfoPath e-NOA/D. Each section presents the following information:

- Figures illustrating how to complete the section, and where to find the buttons, menus, and help information discussed in the instructions

- Instructions for completing the fields of the section

- A link and/or title of the Federal regulation(s) which require the information.

Throughout the InfoPath e-NOA/D, unless otherwise instructed, assume all free-text fields accept alpha characters, numeric characters, spaces, and dashes. The values for the drop-down list fields are selected from the menus produced by clicking the down arrow ▼ or the **Find** button Find .

NOTE: All items marked with a red asterisk (*) in the InfoPath e-NOA/D are required fields and must be completed for the record to be considered complete. Once data has been entered in a required field, the * disappears. Additionally, as the cursor hovers over a required field, the following message appears: `This item cannot be blank`.

But remember, as the InfoPath e-NOA/D is being completed, accuracy is paramount.

Notice Detail Information

The user must indicate whether the InfoPath e-NOA/D is an arrival or departure. The selection made in the **Notice Type** field in this section is the first half of the criteria used by the InfoPath e-NOA/D application to determine which sections and required fields to present.

The fields contained in the **Notice Detail Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 4 Notice Detail Information Section

Federal Regulations

The Federal regulations governing the **Notice Detail Information** section can be found in the following locations:

- *33 CFR Part 160*, [USCG-2002-11865], Table 160.206,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4, 122*, and *178*
  http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Notice Detail Information** section, execute the following steps:

1. Click the down arrow in the **Notice Type** field, and then select the *{Type of Notice}* from the drop-down list.

NOTE: *The selection made in the* **Notice Type** *field drives the content of the drop-down list in the* **Voyage Type** *field. For example, if* **Arrival** *is selected in the* **Notice Type** *field, then the* **Voyage Type** *field will contain only two selections:* **Foreign to US** *or* **US to US**. *Likewise, if* **Departure** *is selected in the* **Notice Type** *field, then the* **Voyage Type** *field will contain only one selection:* **US to Foreign**.

WARNING:	When using the Update functionality, the InfoPath e-NOA/D application will deactivate the Notice Type field, and the selection in the field cannot be changed. For example, if the original InfoPath e-NOA/D was set to Arrival and an update is being submitted, the Notice Type field will be read-only and set to Arrival.

2. Click the down arrow in the **Transaction Type** field, and then select the {*Type of Transaction*} from the drop-down list. This is a required field.

NOTE: *The data in the* **Transaction Type** *field changes depending on the status of the InfoPath e-NOA/D. The following list describes why the changes occur:*

- *New InfoPath e-NOA/D—Will be populated with* **Initial**

- *Saved InfoPath e-NOA/D (submitted via e-mail)—Will be populated with* **Initial** *(see* Saving and Submitting the InfoPath e-NOA/D*)*

- *Submitted (via the Internet) InfoPath e-NOA/D—Will be populated with* **Update** *(see* Saving and Submitting the InfoPath e-NOA/D*).*

3. Scroll to the **Voyage Information** section.Voyage Information

The selection made in the **Voyage Type** field provides the second half of the criteria used to determine which sections are presented and the required fields. The fields contained in the **Voyage Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 5 Voyage Information Section

Table 1 demonstrates how the selection in the **Notice Type** field of the **Notice Detail Information** section and the selection in the **Voyage Type** field of this section work together, and Table 2 provides definitions of the types of voyages.

Table 1 Appropriate Arrival and Departure Selections

Notice Type	Voyage Type
If you select-	*Then you must select-*
Arrival	Foreign to US
Arrival	US to US
Departure	US to Foreign

Table 2 Definitions of Voyage Types

Voyage Type	Definition
Foreign to US	Foreign to US indicates the vessel is arriving from a foreign port to a U.S. port. The system produces **Notice of Arrival** fields.
US to US	US to US indicates a coastwise voyage and the vessel is traveling from one U.S. port to another U.S. port. This option is available only for a NOA submission.
US to Foreign	US to Foreign indicates the vessel is leaving a U.S. port for a foreign destination. Choosing this selection produces **Notice of Departure** fields.

NOTE: Vessels traveling from one U.S. port to another U.S. port should submit e-NOAs. Per USCBP regulations, e-NOADs are only required when a vessel is leaving its final U.S. port bound for a foreign destination. Therefore, the option to submit a U.S. to U.S. departure will not be available to the user.

Federal Regulations

The Federal regulations governing the **Voyage Information** section can be found in the following locations:

- *33 CFR Part 160*, [USCG-2002-11865], Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4, 122*, and *178* http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Voyage Information** section, execute the following steps:

1. Click the down arrow on the **Voyage Type** field, and then select the *{Type of Voyage}* from the drop-down list. This is a required field.

NOTE: *Ensure the selection in the **Voyage Type** field corresponds with the selection in the **Notice Type** field of the Notice Detail Information section, or the system will not accept the InfoPath e-NOA/D. See Table 2 to confirm the appropriate choices.*

2. Enter the *{Number of the Voyage}* in the **Voyage Number** text box, if needed. This is a free-text field.

NOTE: *This field allows the entry of the company's unique voyage number (if the vessel makes multiple trips between ports in one day). Up to 17 letters, numbers, zeros, spaces, and dashes can be entered in this field.*

3. Scroll to the **Vessel Detail Information** section.

Vessel Detail Information

An InfoPath e-NOA/D submission provides information about the vessel, the vessel's responsible personnel, and the person submitting the InfoPath e-NOA/D. Typically the person responsible for submitting the InfoPath e-NOA/D is the owner, agent, master, operator, or person in charge of the vessel.

The fields contained in the **Vessel Detail Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 6 Vessel Detail Information Section

Federal Regulations

The Federal regulations governing the **Vessel Detail Information** section can be found at the following locations:

- Link to *33 CFR Part 160*, [USCG-2002-11865], Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4, 122*, and *178* http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Vessel Detail Information** section, execute the following steps:

1. Enter the *{Name of the Vessel}* in the **Vessel Name** text box. This field is required and accepts free-text data.

2. Enter the *{Call Sign of the Vessel}* in the **Call Sign** text box. This field is required and accepts free-text data.

3. Enter the *{Identification Number (ID) of the Vessel}* in the **Vessel ID Number** text box. This field is required and accepts free-text data.

4. Click the down arrow on the **Vessel ID Type** field, and then select the *{Type of ID of the Vessel}* from the drop-down list. This is a required field.

5. Enter the *{Name of the Owner of the Vessel}* in the **Registered Owner** text box. This field is required and accepts free-text data.

6. Enter the *{Name of the Operator of the Vessel}* in the **Registered Operator** text box. This field is required and accepts free-text data.

7. Enter the *{Name of the Reporting Party}* in the **Reporting Party Name** text box. This field is required and accepts free-text data.

8. Enter the *{Name of the Reporting Party's Company}* in the **Reporting Company** text box. This is a free-text field.

9. Enter the *{Telephone Number of the Reporting Party}* in the **Reporting Telephone #** text box. This is a free-text field.

10. Enter the *{Fax Number of the Reporting Party}* in the **Reporting Fax #** text box. This is a free-text field.

11. Enter the *{E-mail Address of the Reporting Party}* in the **Reporting Email** text box. This field is required and accepts free-text data.

NOTE: *The e-mail address used by the system is taken from the **Reporting Email** field in this section. This field must contain an e-mail address for the submitter to receive a confirmation that the InfoPath e-NOA/D has been received.*

12. Enter the *{Name of the Vessel's Charterer}* in the **Vessel's Charterer** text box. This field is required and accepts free-text data.

13. Click the down arrow on the **Country of Registry** field, and then select the *{Name of the Vessel's Country of Registry}* from the drop-down list. This is a required field.

14. Click the down arrow on the **Classification Society** field, and then select the *{Vessel's Classification Society}* from the drop-down list. This is a required field.

15. Scroll to the **Vessel Location Information** section.

Vessel Location Information

A vessel is required to indicate its location or position at the time of reporting. This information can be provided in one of two ways:

- Entering text that describes the vessel's location

- Selecting the vessel's latitude and longitude from drop-down lists.

The fields contained in the **Vessel Location Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 7 Vessel Location Information Section

Federal Regulations

The Federal regulation governing the **Vessel Location Information** section can be found at the following link to *33 CFR Part 160*, [USCG-2002-11865], Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf.

To complete the **Vessel Location Information** section, execute the following steps:

1. Either:

    - Enter a *{Description of the Vessel's Location}* in the **Location Description** text box. This is a free-text field (Port data, place and country data, or waterway and mile marker can be entered).

2. Or:

    - Enter the *{HR:}*, *{MIN:},* and *{SEC:}* in **Vessel's Latitude** section, click the down arrow on the **N/S** field, and then select the *{Direction}* from the drop-down selection list.

    - Enter the *{HR:}***,** *{MIN:}*, and *{SEC:}* in **Vessel's Longitude** section, click the down arrow on the **E/W** field, and then select the *{Direction}* from the drop-down selection list. This field is required if no entry was made in **Location Description**.

3. Scroll to the **Document of Compliance Certificate** section.

Document of Compliance Certificate

The Document of Compliance (DOC) Certificate, along with the Safety Management Certificate (SMC), verifies technical compliance with the ISM Code. The ISM code is recognized internationally as one of the highest standards for safety and protection of the environment for shipping-related organizations. This section of the InfoPath e-NOA/D provides evidence that the owner, operator, or manager of the vessel has a valid DOC.

The fields contained in the **Document of Compliance Certificate** section appear for both an arrival and a departure submission, as shown in the following figure.
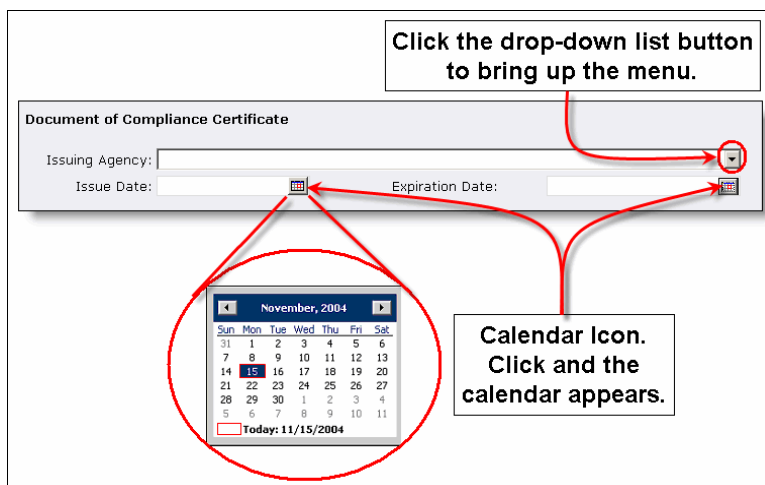
Figure 8 Document of Compliance Certificate Section

Federal Regulations

The Federal regulations governing the **Document of Compliance Certificate** section can be found at the following locations:

- Link to *33 CFR Part 160*, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to *33 CFR Part 160*, Addendum, http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf

- SOLAS 1974, Chapter IX, 1 July 1998.

To complete the **Document of Compliance Certificate** section, execute the following steps:

1. Click the down arrow on the **Issuing Agency** field, and then select the *{Name of the Agency Who Issued the Document of Compliance Certificate}* from the drop-down list.

2. Click the **Calendar** icon on the **Issue Date** field, and then select the *{Date the Document of Compliance Certificate was Issued}*.

NOTE 1: The **Calendar** icon is available in all date fields.

Click the **Calendar** icon, and the calendar appears. Click the right arrow to move forward one month (click as many times as necessary to get to the appropriate month and year). Click the left arrow to move backward one month (click as many times as necessary to get to the appropriate month and year). Select the appropriate date. Once the date is selected from the calendar, it appears in the field in the YYYY-MM-DD format. Today's date can be selected by clicking the box next to **Today:** at the bottom of the calendar.

Alternatively, enter the date in the YYYY-MM-DD format.

NOTE 2: *The **Date** field will not allow the year to be less than 1755 or greater than 9999.*

*This holds true for all **Date** fields.*

3. Click the **Calendar** icon on the **Expiration Date** field, and then select the *{Date the Document of Compliance Certificate will Expire}*.

4. Scroll to the **International Ship Security Certificate** section.

International Ship Security Certificate

A vessel is requested to provide evidence that it is in compliance with the International Ship and Port Facility Security (ISPS) Code prior to entry into U.S. ports. By completing this section of the InfoPath e-NOA/D, the NVMC is supplied with the type and status of a vessel's International Ship Security Certificate (ISSC).

The fields contained in the **International Ship Security Certificate** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 9 International Ship Security Certificate Section

Federal Regulations

The Federal regulations governing the **International Ship Security Certificate** section can be found at the following locations:

- Link to *33 CFR Part 160*
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to *33 CFR Part 104*, July 1, 2003 Addendum,
  http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf.

To complete the **International Ship Security Certificate** section, execute the following steps:

1. Click the **Calendar** icon on the **Issue Date** field, and then select the *{Date the ISSC was Issued}*.

2. Click the down arrow on the **Vessel Security Plan** field, and then select the *{Correct Choice}* from the drop-down list.

3. Click the down arrow on the **ISSC Type** field, and then select the *{Type of ISSC}* from the drop-down list.

4. Click the down arrow on the **Reason Interim ISSC Issued** field, and then select the *{Reason}* from the drop-down list. This is a required field if **Interim** is selected in the **ISSC Type** field.

5. Click the down arrow on the **ISSC Flag Administration** field, and then select the *{Name of the ISSC Flag Administration}* from the drop-down list.

6. Scroll to the **Safety Management Certificate** section.

Safety Management Certificate

Owners are required to maintain an SMC, both ashore and onboard the vessel, in order to ensure compliance with the ISM Code. This section of the InfoPath e-NOA/D provides the opportunity to verify a vessel has attained this certificate.

The fields contained in the **Safety Management Certificate** section appear for both an arrival and a departure submission, as shown in the following figure.
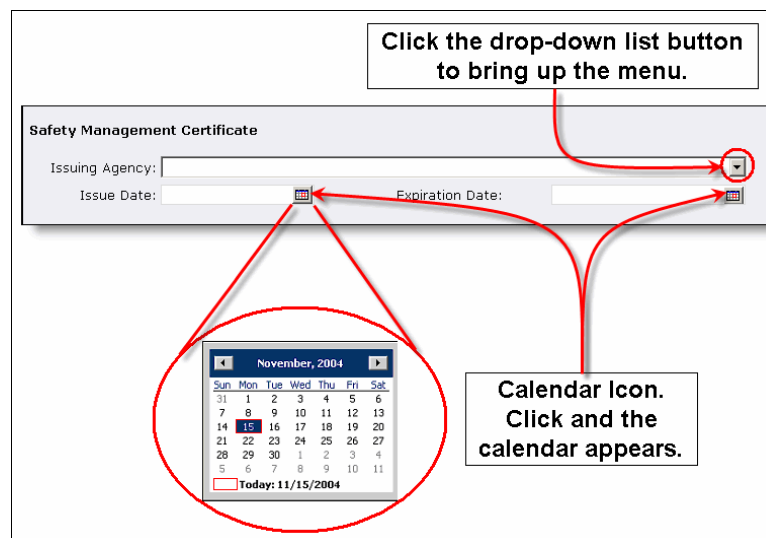
Figure 10 Safety Management Certificate Section

Federal Regulations

The Federal regulations governing the **Safety Management Certificate** section can be found at the following locations:

- Link to *33 CFR Part 160*, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to *33 CFR Part 160*, Addendum, http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf

- SOLAS 1974, Chapter IX, 1 July 1998.

To complete the **Safety Management Certificate** section, execute the following steps:

1. Click the down arrow on the **Issuing Agency** field, and then select the *{Name of the Agency who Issued the SMC}* from the drop-down list.

2. Click the **Calendar** icon on the **Issue Date** field, and then select the *{Date the SMC was Issued}*.

3. Click the **Calendar** icon on the **Expiration Date** field, and then select the *{Date the SMC will Expire}*.

4. Scroll to the **Company Security Officer 24-Hour Contact Information** section.

Company Security Officer 24-Hour Contact Information

Each vessel must have an appointed Company Security Officer (CSO) who is responsible for ensuring the vessel's security requirements are met by developing, approving, maintaining, and implementing an appropriate security program. Although no fields are required in this section of the InfoPath e-NOA/D, an area is provided to submit this information.

The fields contained in the **Company Security Officer 24-Hour Contact Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 11 Company Security Officer 24-Hour Contact Information Section

Federal Regulations

The Federal regulations governing the **Company Security Officer 24-Hour Contact Information** section can be found at the following locations:

- Link to *33 CFR Part 160*
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to *33 CFR Part 160*, July 1, 2003 Addendum,
  http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf.

To complete the **Company Security Officer 24-Hour Contact Information** section, execute the following steps:

1. Enter the *{Name of the CSO}* in the **CSO Name** text box. This is a free-text field.

2. Enter the *{E-mail Address of the CSO}* in the **CSO Email** text box. This is a free-text field.

3. Enter the *{Telephone Number of the CSO}* in the **CSO Telephone #** text box. This is a free-text field.

4. Enter the *{Fax Number of the CSO}* in the **CSO Fax #** text box. This is a free-text field.

5. Scroll to the **Operational Condition of Equipment** section.

Operational Condition of Equipment

A vessel is asked to provide a statement in the InfoPath e-NOA/D confirming the operational state of its equipment. The list of equipment and the requirements for that equipment can be found in *33 CFR 164.35* and generally applies to vessels 1,600 gross tons or greater.

The fields contained in the **Operational Condition of Equipment** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 12 Operational Condition of Equipment Section

Federal Regulations

The Federal regulations governing the **Operational Condition of Equipment** section can be found at the following locations:

- Link to *33 CFR Part 160* and Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf
- *33 CFR 164.35* http://www.access.gpo.gov/nara/cfr/waisidx_01/33cfr164_01.html.

To complete the **Operational Condition of Equipment** section, execute the following steps:

1. Click the appropriate option button: **Operational**, **Not Operational**, or **Not Required**. This is a required field.

2. If **Not Operational** is selected, enter a *{Description of the Equipment which is Not Operational}* in the **Not Operational, Describe** text box. This is a free-text field.

3. If this is an arrival **Notice Type**, scroll to the **Arrival Information** section. If this is a departure **Notice Type**, scroll to the Departure Information section.

Arrival Information

Vessels bound for U.S. ports are required to submit an NOA and/or NOD either 24 or 96 hours before they enter port, depending upon normal transit time. The InfoPath e-NOA/D must contain an arrival manifest stating the ship's destination and arrival time—the fields found in the **Arrival Information** section.

The time and date information in the **Arrival Date** and **Arrival Time** fields are estimated. If, for some reason, the time listed in the **Arrival Time** field should change 6 hours or more, or the date listed in the **Arrival Date** field should change after the InfoPath e-NOA/D is submitted and

the InfoPath e-NOA/D is still active, the NVMC must be notified and provided a notice of change.

The fields contained in the **Arrival Information** section appear in an arrival submission only, as shown in the following figure.

Figure 13 Arrival Information Section

Federal Regulations

The Federal regulations governing the **Arrival Information** section can be found at the following locations:

- Link to *33 CFR Part 160*, [USCG-2002-11865], Table 160.206,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4, 122*, and *178*
  http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Arrival Information** section, execute the following steps:

1. Click the **Calendar** icon on the **Arrival Date** field, and then select the *{Date of Arrival for the Vessel}*. This is a required field.

2. Enter the *{Time of Arrival for the Vessel}* in the **Arrival Time** text box. This is a required field, and the format is hh:mm:ss (there must be a colon (:) between the hours, minutes, and seconds) using a 24-hour clock (for example 1:00 p.m. = 13:00:00).

NOTE: The arrival time listed must be local time.

3. Enter the *{Name of the City in which the Vessel will be Arriving}* in the **City** text box. This field is required and accepts free-text data.

4. Click the down arrow on the **State** field, and then select the *{Name of the State in which the Vessel will be Arriving}* from the drop-down list. This is a required field.

5. Click the **Find** button on the **Arrival Port** field.

    A list of available ports appears in the right pane (Task Pane Area).

6. Select the correct *{Name of the Port in which the Vessel will be Arriving}*.

    *The port's name appears in the **Arrival Port** field.*

7. Enter the *{Name of the Place in which the Vessel will be Arriving}* in the **Arrival Place** text box if no port was selected in the **Arrival Port** field. This field is required if no selection was made in **Arrival Port**. It accepts free-text data.

8. Enter the *{Name of the Anchorage for the Vessel}* in the **Anchorage** text box. This is a free-text field.

9. Enter the *{Name of the Facility which will Receive the Vessel}* in the **Receiving Facility** text box. This field is required and accepts free-text data.

10. Scroll to the **Last Port of Call Information** section.

Last Port of Call Information

Vessels are required to identify the last foreign port/place of destination for in-transit passengers and crewmembers.

The fields contained in the **Last Port of Call Information** section appear for an arrival submission only, as shown in the following figure.

Figure 14 Last Port of Call Information Section

Federal Regulations

The Federal regulation governing the **Last Port of Call Information** section can be found at *8 CFR Parts 217, 231* and *251*, and *19 CFR Parts 4, 122*, and *178:* http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Last Port of Call Information** section, execute the following steps:

1. Click the **Calendar** icon on the **Arrival Date** field, and then select the *{Date of Arrival at the Last Port of Call}*. This is a required field.

2. Click the **Calendar** icon on the **Departure Date** field, and then select the *{Date of Departure from the Last Port of Call}*. This is a required field.

3. Click the down arrow on the **Country** field, and then select the *{Name of the Country which was the Vessel's Last Port of Call}* from the drop-down list. This is a required field.

NOTE: *The* **State** *field is deactivated until* **UNITED STATES** *is selected in the* **Country** *field. The* **State** *field is then activated, and a drop-down list is produced from which the correct state is chosen.*

4. Click the down arrow on the **State** field, and then select the *{Name of the State that was the Vessel's Last Port of Call}* from the drop-down list. This is a required field if **UNITED STATES** is selected in the **Country** field.

5. Click the **Find** button on the **Port** field.

   A list of available ports appears in the right pane (Task Pane Area).

6. Select the correct *{Name of the Port that was the Vessel's Last Port of Call}*.

   The port's name appears in the **Port** *field.*

7. Enter the *{Name of the Place that was the Vessel's Last Port of Call}* in the **Place** text box if no port was selected in the **Port** field. This is a required field if no selection was made in **Port**. It accepts free-text data.

8. Scroll to the **Departure Information** section.

Departure Information

Vessels must provide a departure manifest when they enter a U.S. port. The time and date data in these fields are estimated. If the departure time changes six hours or more from the time listed on the InfoPath e-NOA/D, and the InfoPath e-NOA/D is still active, a notice of change must be sent to the NVMC.

The fields in the **Departure Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 15 Departure Information Section

Federal Regulations

The Federal regulation governing the **Departure Information** section can be found at the following link to *33 CFR Part 160*, [USCG-2002-11865], Table 160.206: http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf.

To complete the **Departure Information** section, execute the following steps:

1. Click the **Calendar** icon on the **Departure Date** field, and then select the *{Date of the Vessel's Departure}*. This is a required field.

2. Enter the *{Time of the Vessel's Departure}* in the **Departure Time** text box. This is a required field, and the format is hh:mm:ss (there must be a colon (:) between the hours, minutes, and seconds) using a 24-hour clock (for example 1:00 p.m. = 13:00:00).

NOTE: The departure time listed must be local time.

3. If this is an arrival submission, scroll to 24-Hour Point of Contact Information section. If this is a departure submission, scroll to **Departure Details** section.

Departure Details

A vessel on its departure manifest must provide additional information as it departs a U.S. port. The time and date data in these fields are again estimated. If the departure time changes six hours or more from the time listed on the InfoPath e-NOA/D and the InfoPath e-NOA/D is still active, a notice of change must be sent to the NVMC.

The fields in **Departure Details** section are for a departure submission and appear as shown in the following figure.
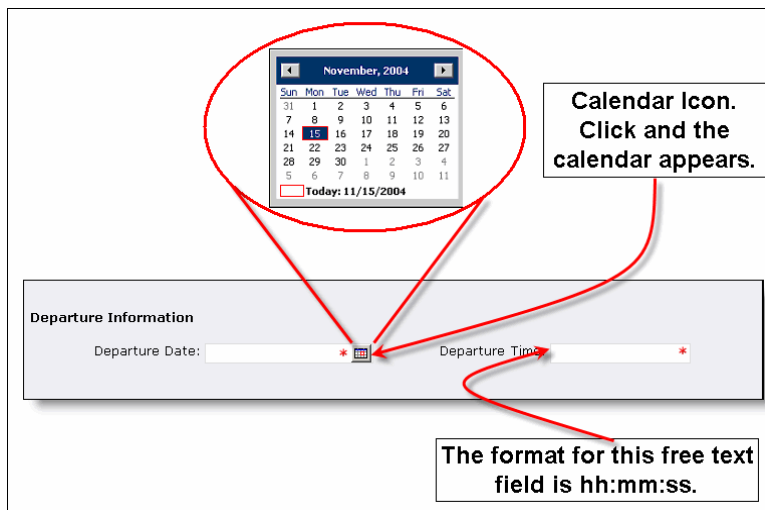

Figure 16 Departure Details Section for a Departure InfoPath e-NOA/D

Federal Regulations

The Federal regulation governing the **Departure Details Information** section can be found at the following link to *33 CFR Part 160*, [USCG-2002-11865], Table 160.206: http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf.

To complete the **Departure Details** section, execute the following steps:

1. Enter the *{Name of the City from which the Vessel is Departing}* in the **City** text box. This field is required and accepts free-text data.

2. Click the down arrow on the **State** field, and then select the *{Name of the State from which the Vessel is Departing}* from the drop-down list. This is a required field.

3. Click the **Find** button on the **Departure Port** field.

   A list of available ports appears in the right pane (Task Pane Area).

4. Select the correct *{Name of the Port from which the Vessel is Departing}*.

   *The port's name appears in the **Departure Port** field.*

5. Enter the *{Name of the Place from which the Vessel is Departing}* in the **Departure Place** text box if no port was selected in the **Departure Port** field. This field is required if no selection was made in **Departure Port**. It accepts free-text data.

6. Scroll to the **Next Port of Call Information** section.

Next Port of Call

Vessels are required to identify their next port or place, the estimated date and time of arrival at that port or place, and the country where the port or place is located.

The fields contained in the **Next Port of Call Information** section appear for a departure submission only, as shown in the following figure.
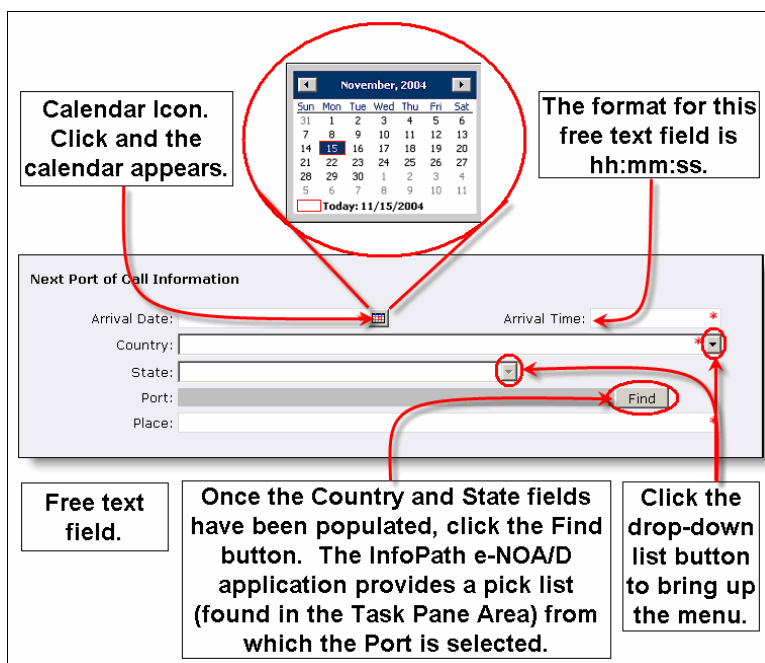
Figure 17 Next Port of Call Information Section

Federal Regulations

The Federal regulation governing the **Next Port of Call Information** section can be found at *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4, 122*, and *178* http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Next Port of Call Information** section, execute the following steps:

1. Click the **Calendar** icon in the **Arrival Date** field, and then select the *{Date of Arrival at the Next Port of Call}*. This is a required field.

2. Enter the *{Time of Arrival at the Next Port of Call}* in the **Arrival Time** text box. This is a required field, and the format is hh:mm:ss (there must be a colon (:) between the hours, minutes, and seconds) using a 24-hour clock (for example 1:00 p.m. = 13:00:00).

3. Click the down arrow on the **Country** field, and then select the *{Name of the Country which is the Vessel's Next Port of Call}* from the drop-down list. This is a required field.

NOTE: *The* **State** *field is deactivated until* **UNITED STATES** *is selected in the* **Country** *field. The* **State** *field is then activated, and a drop-down list is produced from which the correct state is chosen.*

4. Click the down arrow on the **State** field, and then select the *{Name of the State which is the Vessel's Next Port of Call}* from the drop-down list.

5. Click the **Find** button on the **Port** field.

   A list of available ports appears in the right pane (Task Pane Area).

6. Select the correct *{Name of the Port which is the Vessel's Next Port of Call}*.

   *The port's name appears in the **Port** field.*

7. Enter the *{Name of the Place which is the Vessel's Next Port of Call}* in the **Place** text box if no port was selected in the **Port** field. This is a required field if no selection was made in **Port**. It accepts free-text data.

8. As this section appears only in a departure **Notice Type**, scroll to the **24-Hour Point of Contact Information** section.

24-Hour Point of Contact Information

Each vessel must provide the name and telephone number of a 24-hour Point of Contact (POC). The name of a POC does not need to be provided for each port, nor is the POC required to be located at the port listed in the InfoPath e-NOA/D.

The fields contained in the **24-Hour Point of Contact Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 18 24-Hour Point of Contact Information Section

Federal Regulations

The Federal regulations governing the **24-Hour Point of Contact Information** section can be found at the following locations:

- Link to *33 CFR Part 160*
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to *33 CFR Part 160*, July 1, 2003 Addendum,
  http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf

- Section 19.1 of part A of the ISPS Code, SOLAS Chapter XI-2, ISPS Code, part A.

To complete the **24-Hour Point of Contact Information** section, execute the following steps:

1. Enter the *{Name of a 24-Hour POC}* in the **POC Name** text box. This field is required and accepts free-text data.

2. Enter the *{Name of the POC's Company}* in the **POC Company** text box. This field accepts free-text data.

3. Enter the *{E-mail Address of the POC}* in the **POC Email** text box. This field accepts free-text data.

4. Enter the *{24-Hour Telephone Number for the POC}* in the **POC 24 hr Telephone #** text box. This field is required and accepts free-text data.

5. Enter the *{Fax Number of the POC}* in the **POC Fax Number** text box. This field accepts free-text data.

6. Scroll down to the **Cargo Information** section.

Cargo Information

A vessel must provide a description of the cargo, other than Certain Dangerous Cargo (CDC), onboard the vessel. This description should be very general, such as "grain", "oil", "containers", and so on.

If this InfoPath e-NOA/D is for a tug and barge, the InfoPath e-NOA/D is submitted for the tug, and the barge information goes in the **General Cargo Description** field.

The fields contained in the **Cargo Information** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 19 Cargo Information Section

Federal Regulations

The Federal regulations governing the **Cargo Information** section can be found at the following locations:

- Link to *33 CFR Part 160*, Table 160.206,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *19 CFR 4.7(a)*, and Customs Form 1302.

To complete the **Cargo Information** section, execute the following steps:

1. Enter a *{General Description of the Cargo}* in the **General Cargo Description** text box. This field is required and accepts free-text data.

2. Click the down arrow on the **Certain Dangerous Cargo (CDC) on Board** field, and then select the *{Correct Selection}* from the drop-down list to indicate if the vessel has any CDC onboard. This is a required field.

NOTE: If **Yes** *is selected in the* **Certain Dangerous Cargo (CDC on Board)** *field, the CDC List table opens to allow the CDC to be defined.*

3. If CDC is onboard, scroll to the **Certain Dangerous Cargo (CDC) List** section. If no CDC is onboard, scroll to the **Last 5 Foreign Ports/Places Visited** section.

Certain Dangerous Cargo (CDC) List

A vessel is required to report any cargo that posess the greatest risk to maritime safety and security. A general explanation of the divisions of CDC materials, and which regulation covers each material, can be found in *33 CFR Part 160*, paragraph 160.204. A link to that Federal regulation is included in the Federal Regulations section for reference.

If **Yes** is selected in the **Certain Dangerous Cargo (CDC) on Board** field in the **Cargo Information** section, then a **CDC List** table appears and must be completed.

The fields contained in the **Certain Dangerous Cargo (CDC) List** section will appear for both an arrival and a departure submission, as shown in the following figure.

Figure 20 Certain Dangerous Cargo (CDC) List Section

Adding CDC data to the InfoPath e-NOA/D is a multiple-step process. The steps consist of:

- Completing the fields in the **CDC List** table
- Inserting additional CDC records into the InfoPath e-NOA/D (optional)
- Editing the **CDC List** table's fields (optional)
- Deleting a **CDC List** table at a later date (optional).

Federal Regulations

The Federal regulations governing the **Certain Dangerous Cargo (CDC) Information** section can be found at the following locations:

- Link to *33 CFR Part 160*, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *49 CFR 173.50*

- *49 CFR 176.415*

- *49 CFR 172.101*

- *49 CFR 171.8*

- *49 CFR 173.403*

- *46 CFR 154.7.*

To complete the **Certain Dangerous Cargo (CDC) List** section, execute the following steps:

1. Enter the *{Name of the CDC}* in the **CDC Name** text box. This is a required field.

2. Enter the *{UN Number of the CDC}* in the **UN Number** text box. This is a free-text field.

3. Enter the *{Amount of CDC}* in the **Amount** text box. This field is required and accepts free-text data.

4. Click the down arrow on the **Destination Country** field, and then select the *{Name of the Country for which the CDC is Destined}* from the drop-down list.

NOTE: *The **Destination State** field is deactivated until **UNITED STATES** is selected in the **Destination Country** field. The **Destination State** field is then activated, and a drop-down list appears from which the correct state is chosen.*

5. Click the down arrow on the **Destination State** field, and then select the *{Name of the State for which the CDC is Destined}* from the drop-down list.

6. Click the **Find** button on the **Destination Port Name** field.

   A list of available ports appears in the right pane (Task Pane Area).

7. Select the correct *{Name of the Port for which the CDC is Destined}*.

   *The port's name appears in the **Destination Port Name** field.*

8. Enter the *{Name of the Place for which the CDC is Destined}* in the **Destination Place** text box if no port was selected in the **Destination Port Name** field. This is a free-text field.

9. Click the [Insert item] **Insert item** down arrow to continue adding CDC List tables.

NOTE 1: *The **Insert Item** down arrow [▼] provides the capability to manipulate a table. By clicking this down arrow, a table can be added, deleted, cut, or copied.*

NOTE 2: *The user may view previously entered CDC records, as shown in Figure 21, while a new CDC record is being inserted.*

Figure 21 Certain Dangerous Cargo (CDC) List Table

10. Repeat from Step 1 if more CDC records are to be added.

11. If no more CDC records are to be added, scroll to the **Last 5 Foreign Ports/Places Visited** section.

Last 5 Foreign Ports/Places Visited

A vessel that has arrived from or stopped in a foreign port within the previous two years is required to provide its last five foreign ports of call. However, a vessel that is operating solely between ports, or places in the continental U.S., are required to provide only its destination(s) and last port of call.

The fields contained in the **Last 5 Foreign Ports/Places Visited** section do not automatically appear on the InfoPath e-NOA/D. To complete the fields contained in the **Last 5 Foreign Ports/Places Visited** section, click the [Insert item] **Insert item** down arrow, and the table will appear in the InfoPath e-NOA/D for both an arrival and a departure submission, as shown in the following figure.

Figure 22 Last 5 Foreign Ports/Places Visited Section

Adding this data to the InfoPath e-NOA/D is a multiple-step process. The steps consist of:
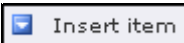
- Completing the fields in the **Last 5 Foreign Ports/Place Visited** table
- Inserting additional records into the InfoPath e-NOA/D (optional)
- Editing the **Last 5 Ports/Place Visited** table's fields (optional)
- Deleting a **Last 5 Ports/Place Visited** table at a later date (optional).

Once the record is complete, instruction on adding further records to the InfoPath e-NOA/D is given.

Federal Regulations

The Federal regulation governing the **Last 5 Ports/Places Visited** section can be found at the following link to *33 CFR Part 160*, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf.

To complete the **Last 5 Foreign Ports/Places** section, execute the following steps:

1. Click the [Insert item] **Insert item** down arrow to open the table.

2. Click the **Calendar** icon on the **Arrival Date** field, and then select the *{Date of Arrival at the Foreign Port}*. This is a required field.

3. Click the **Calendar** icon on the **Departure Date** field, and then select the *{Date of Departure from the Foreign Port}*. This is a required field.

4. Click the down arrow on the **Previous Country** field, and then select the *{Name of the Country of the Foreign Port}* from the drop-down list. This is a required field.

5. Click the **Find** button on the **Previous Port Name** field.

    A list of available ports appears in the right pane (Task Pane Area).

6. Select the correct *{Name of the Foreign Port}*.

    *The port's name appears in the **Previous Port Name** field.*

7. Enter the *{Name of the Foreign Place}* in the **Previous Place** text box if no port was selected in the **Previous Port Name** field. This is a required field if no selection was made in **Previous Port Name**. It accepts free-text data.

8. Click the [Insert item] **Insert item** down arrow, and an additional table will appear on the InfoPath e-NOA/D, allowing an additional foreign port/places record to be added.

NOTE 1: *The **down arrow** icon [icon] provides the capability to manipulate a table. By clicking this down arrow, a table can be added, pasted, cut, or copied.*

NOTE 2: *The user may view previously entered **Last 5 Foreign Ports/Places Visited** records, as shown in Figure 23, while a new **Last 5 Foreign Ports/Places Visited** record is being entered.*

Figure 23 Last 5 Foreign Ports/Places Visited Table

9. Repeat from Step 1 if more foreign port/places records are to be added.

10. If no more records are to be added, scroll to the **Crew List** section.

Crew List

All persons onboard a vessel who provide navigation,vessel machinary maintenance, systems, and arrangements essential for propulsion and safe navigation, or services for other persons onboard the vessel must be listed in this section of the InfoPath e-NOA/D. The fields contained in the **Crew List** section appear for both an arrival and a departure submission, as shown in the following figure.

Figure 24 Crew List Section

Adding crew data to the InfoPath e-NOA/D is a multiple-step process. The steps consist of:

- Completing the fields in the **Crew List** table by completing all five sections: **Individual**, **Residence**, **Identification**, **Embarkation**, and **Debarkation**

- Inserting additional records into the InfoPath e-NOA/D (optional)

- Editing a **Crew List** table (optional)

- Deleting a **Crew List** table at a later date (optional).

Once the record has been completed, instruction on adding further records into the InfoPath e-NOA/D is given.

Federal Regulations

The Federal regulations governing the **Crew List** section can be found at the following locations:

- Link to *33 CFR Part 160*, Table 160.206,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *19 CFR 4.7(a)*

- Customs Form 1302

- *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4, 122*, and *178*
  http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

In the **Crew List—Individual** section of the table, execute the following steps:

1. Enter the *{Last Name of the Crewmember}* in the **Last Name** text box. This field is required, and the entry is based on the applicable rules below. It accepts free-text data.

   The following rules apply to all the **Name** fields in the InfoPath e-NOA/D:

   - Hyphens (-) and spaces ( ) are allowed between multiple last names.

   - Do not enter an apostrophe in the **Last Name**, **First Name**, or **Middle Name** text boxes for a crewmember who has an apostrophe in their name (for example, O'Connor should be OConnor).

   - Titles (for example, Sr., Jr., or II) are considered unnecessary and should not be used.

   - Special characters, such as a period (.), a number sign (#), or an ampersand (&) are considered system errors, and using them could affect the delivery of the e-NOA/D to the NVMC.

   - Placing only an initial in the **First Name** text box will affect the system performance. If any crewmember's record is submitted in which only an initial is listed as the first name, be prepared to provide proof that the name is legally only an initial.

   - For any crewmember who legally has only one name, that name should be placed in the **Last Name** text box with **FNU** placed in the **First Name** text box.

   - Only Western English letters are allowed in all of the name fields. Any other characters could affect the delivery of the e-NOA/D to the NVMC.

2. Enter the *{First Name of the Crewmember}* in the **First Name** text box. This field is required and accepts free-text data.

NOTE: If the first name is not known, enter: **FNU**

3. Enter the *{Middle Name of the Crewmember}* in the **Middle Name** text box, if known. This field accepts free-text data.

4. Click the down arrow on the **Position** field, and then select the *{Crewmember's Position on the Vessel}* from the drop-down list. This is a required field.

5. Click the down arrow on the **Gender** field, and then select the *{Crewmember's Gender}* from the drop-down list. This is a required field.

6. Click the **Calendar** icon on the **Birth Date** field, and then select the *{Date of Birth for the Crewmember}*. This field is required, and the entry is based on the applicable rules below:

- The date of birth indicated in the official travel document should be used when collecting and sending a crewmember's date of birth.

- If a crewmember only has or only knows his/her year of birth but not the exact month and/or day, use January 1 in those cases. For example, select the year they were born, **YYYY**, select **01** for the month, and then select **01** for the day.

7. Click the down arrow on the **Nationality** field, and then select the *{Nationality for the Crewmember}* from the drop-down list. This is a required field.

NOTE: *One cannot assume that the country listed in the **Issue Country** field—the country that issued the travel document—is the same as the crewmember's nationality.*

In the **Crew List—Residence** section of the table, click the down arrow on the **Country of Residence** field, and then select the *{Country of Residence for the Crewmember}* from the drop-down list. This field is required and is based on the applicable rules below:

- For departure submissions, the country of residence is not required.

- The country of residence is where a crewmember lives the majority of the year.

In the **Crew List—Identification** section of the table, execute the following steps:

1. Enter the *{ID Number of the Crewmember}* in the **ID Number** text box. This field is required and is based on the applicable rules below. It accepts free-text data up to 12 alphanumeric characters.

- U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require a Passport number. However, if a Passport number is not provided, then an alternative ID number and type is required.

- All persons entering the U.S. from Cuba require an ID number.

- Only Western English letters and numbers are allowed in the **ID Number** field.

- If a travel document's number contains hyphens (-), slashes (/), and/or spaces, disregard them. Do not include them in the document number.

- Information, such as driver's license numbers or entries such as Passport or Birthcert; should not be included in the **ID Number** field.

- U.S. and Canadian citizens entering or departing the U.S. from/to another Western Hemisphere country are not required by the CBP to provide an ID number, although it is encouraged to provide a passport number, if available. However, it is required of all persons entering the U.S. from or departing to Cuba to provide an ID number and type.

2. Click the down arrow on the **Type** field, and then select the *{Type of ID Presented by the Crewmember}* from the drop-down list. This field is required and the entry is based on the applicable rules below:

- The order of preference for travel documents listed in the **Type** field is as follows:

   a. Passport (U.S. or Non-U.S. Document)

   b. U.S. Alien Registration Card/U.S. Permanent Resident Card (U.S. Document)

   c. U.S. Mariner Document (U.S. Document)

   d. Foreign Mariner Document (Non-U.S. or Canadian Document)

   e. Govt Issued Picture ID (Canada)

   f. Govt Issued Picture ID (U.S.).

NOTE: If a crewmember has both an ID type of A and B from the list above, ID type A must be sent.

- U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require a **Type**. However, it is strongly encouraged to include a passport number, if available.

- All persons entering the U.S. from, or departing to, Cuba require the **Type** field be completed.

- Missing or invalid travel document types may be considered a system error and may affect the transmission of the InfoPath e-NOA/D to the NVMC.

3. Click the down arrow on the **Country** field, and then select the *{Name of the Country that Issued the Crewmember's ID}* from the drop-down list. The entry is based on the applicable rules below:

- **ID Type**—U.S. Alien Registration Card/U.S. Permanent Resident Card and U.S. Mariner Document are always **United States**.

- **Issue Country**—Name of U.S. Territories [for example, Puerto Rico (PR) and U.S. Virgin Islands (VI)] is always **United States**.

4. Click the **Calendar** icon on the **Expiration Date** field, and then select the *{Date the ID Document Will Expire}*. The entry is based on the applicable rules below:

- The expiration date for the identification document is required for both arrival and departure notices.

- The expiration date is only required for travelers who are using their passport as their official travel document.

In the **Crew List—Embarkation** section of the table, execute the following steps:

1. Click the down arrow on the **Country** field, and then select the *{Name of the Country where the Crewmember Embarked}* from the drop-down list. This field is required.

NOTE: The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The **State** field is then activated, and a drop-down list appears from which the correct state is chosen.

2. Click the down arrow on the **State** field, and then select the *{Name of the State where the Crewmember Embarked}* from the drop-down list.

3. Click the **Find** button on the **Port Name** field.

     A list of available ports appears in the right pane (Task Pane Area).

4. Select the correct *{Name of the Port where the Crewmember Embarked}*.

     *The port's name appears in the **Port Name** field.*

5. Enter the *{Name of the Place where the Crewmember Embarked}* in the **Embark Place** text box if no port was selected in the **Port Name** field. This is a required field if no selection was made in **Port Name**. It accepts free-text data.

6. Click the **Calendar** icon on the **Date** field, and then select the *{Date the Crewmember Embarked}*. This is a required field.

In the **Crew List—Debarkation** section of the table, execute the following steps:

1. Click the down arrow on the **Country** field, and then select the *{Name of the Country where the Crewmember will Debark}* from the drop-down list.

NOTE: The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The **State** field is then activated, and a drop-down list appears from which the correct state is chosen*.*

2. Click the down arrow on the **State** field, and then select the *{Name of the State where the Crewmember will Debark}* from the drop-down list.

3. Click the **Find** button on the **Port Name** field.

     A list of available ports appears in the right pane (Task Pane Area).

4. Select the correct *{Name of the Port where the Crewmember will Debark}*.

     *The port's name appears in the **Port Name** field.*

5. Enter the *{Name of the Place where the Crewmember will Debark}* in the **Place** text box if no port was selected in the **Port Name** field. This field accepts free-text data.

6. Click the **Calendar** icon on the **Date** field, and then select the *{Date the Crewmember will Debark}*. This is a required field.

NOTE 1: The **down arrow** icon provides the capability to manipulate a table. By clicking this icon, a table can be added, pasted, cut, or copied.

NOTE 2: *The user may view previously entered **Crew List** records, as shown in Figure 25, while a new **Crew List** record is being entered.*

Figure 25 Crew List Table

NOTE 3: *If multiple **Crew List** records exist, then the user must scroll to the end of the **Crew List** to view, edit, and/or enter {Crewmember Information} for the selected crewmember, as shown in Figure 26.*

Figure 26 Crew List Information

To continue adding **Crew List** records, execute the following steps:

1. Click the [Insert item] **Insert item** down arrow.

   An additional table will appear on the InfoPath e-NOA/D allowing additional crew records to be added.

2. Repeat from Step 1 of the **Crew List—Individual** section.

If no more **Crew List** records are to be added, scroll to the **Non-Crew and Passenger List** section.

Non-Crew & Passenger List

Any person onboard a vessel, including passengers, who are not listed as a member of the crew, must be listed in this section of the InfoPath e-NOA/D.

The fields contained in the **Non-Crew & Passenger List** section do not automatically appear on the InfoPath e-NOA/D. Should there be non-crew or passengers onboard that need to be listed, click the [Insert item] **Insert item** down arrow, and the table will appear in the InfoPath e-NOA/D. The **Non-Crew & Passenger List** section is added for either an arrival or a departure submission, if relevant, as shown in the following figure.
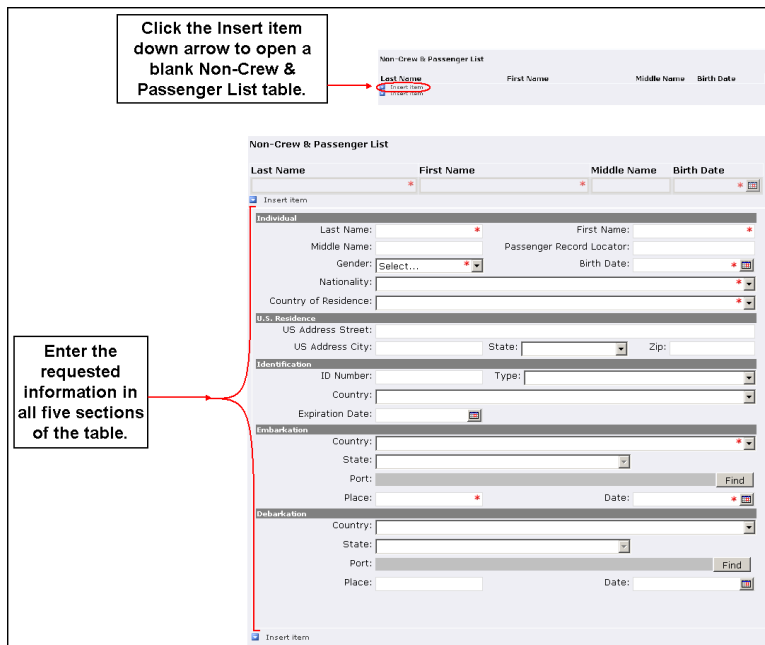

Figure 27 Non-Crew & Passenger List Section

Adding non-crew and passenger data to the InfoPath e-NOA/D is a multiple-step process. The steps consist of:

- Completing the fields in the **Non-Crew & Passenger List** table by completing all five sections—**Individual**, **U.S. Residence**, **Identification**, **Embarkation**, and **Debarkation**

- Inserting additional records into the InfoPath e-NOA/D (optional)

- Editing a **Non-Crew & Passenger List** table's fields (optional)

- Deleting a **Non-Crew & Passenger List** table at a later date (optional).

Once the record has been completed, instruction on adding further records into the InfoPath e-NOA/D is given.
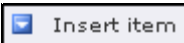
Federal Regulations

The Federal regulations governing the **Non-Crew & Passenger List** section can be found at the following locations:

- Link to *33 CFR Part 160*, Table 160.206,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- *19 CFR 4.7(a)*

- Customs Form 1302

- *8 CFR Parts 217, 231* and *251*, and *19 CFR parts 4*, *122*, and *178*
  http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

To complete the **Non-Crew & Passenger List** section, execute the following steps:

In the **Non-Crew & Passenger List—Individual** section of the table, execute the following steps:

1. Click the [Insert item] **Insert item** down arrow to open the table.

2. Enter the *{Last Name of the Non-crewmember or Passenger}* in the **Last Name** text box. This field is required, and the entry is based on the applicable rules below. It accepts free-text data.

   The following rules apply to all the **Name** fields in the InfoPath e-NOA/D:

   - Hyphens (-) and spaces ( ) are allowed between multiple last names.

   - Do not enter an apostrophe in the **Last Name**, **First Name**, or **Middle Name** text boxes for a non-crewmember or passenger who has an apostrophe in their name (for example, O'Connor should be OConnor).

   - Titles (for example, Sr., Jr., or II) are considered unnecessary and should not be used.

   - Special characters, such as a period (.), a number sign (#), or an ampersand (&) are considered system errors, and using them could affect the delivery of the e-NOA/D to the NVMC.

   - Placing only an initial in the **First Name** text box will affect the system performance. If any non-crewmember or passenger's record is submitted in which only an initial is listed as the first name, prepare to provide proof that the name is legally only an initial.

   - For any non-crewmember or passenger who legally has only one name, that name should be placed in the **Last Name** field with **FNU** placed in the **First Name** field.

   - Only Western English letters are allowed in all of the name fields. Any other characters could affect the performance of the system.

3. Enter the *{First Name of the Non-crewmember or Passenger}* in the **First Name** text box. This field is required and accepts free-text data. If the first name is not known, enter: **FNU**

4. Enter the *{Middle Name of the Non-crewmember or Passenger}* in the **Middle Name** text box, if known. This field accepts free-text data.

5. Enter the *{Record Locator Number for the Non-crewmember or Passenger}* in the **Passenger Record Locator** text box, if available. This field accepts free text data.

6. Click the down arrow on the **Gender** field, and then select the *{Non-crewmember or Passenger's Gender}* from the drop-down list. This is a required field.

7. Click the **Calendar** icon on the **Birth Date** field, and then select the *{Date of Birth for the Non-crewmember or Passenger}*. This field is required and the entry is based on the applicable rules below:

   - The date of birth indicated in the official travel document should be used when collecting and sending a non-crewmember or passenger's date of birth.

   - If a non-crewmember or passenger only has or only knows his or her year of birth but not the exact month and/or day, use January 1 in those cases. For example, select the year they were born, **YYYY**, select **01** for the month, and then select **01** for the day.

8. Click the down arrow on the **Nationality** field, and then select the *{Nationality of the Non-crewmember or Passenger}* from the drop-down list. This is a required field.

9. Click the down arrow on the **Country of Residence** field, and then select the *{Non-crewmember or Passenger's Country of Residence}* from the drop-down list. This field is required.

NOTE: The country of residence is where a non-crewmember or passenger lives the majority of the year.

In the **Non-Crew & Passenger List—U.S. Residence** section of the table, execute the following steps:

1. Enter the *{Name of the Street in the U.S.}* in the **US Address Street** text box (for an arrival submission). This field accepts free-text data.

NOTE: Numbers, abbreviations (such as Dr. or Rd.), and special characters (such as dashes or hyphens (-), number signs (#), and periods (.) are allowed.

2. Enter the *{Name of the City in the U.S.}* in the **US Address City** text box (for an arrival submission). This field accepts free-text data.

3. Click the down arrow on the **State** field (for an arrival submission), and then select the *{Name of the State in the U.S.}* from the drop-down list.

4. Enter the *{Zip Code in the U.S.}* in the **Zip** text box (for an arrival submission). This field accepts up to nine numeric characters with no dashes.

In the **Non-Crew & Passenger List—Identification** section of the table, execute the following steps:

1. Enter the *{ID Number for the Passenger}* in the **ID Number** text box. The entry is based on the applicable rules below. It accepts free-text data up to 12 alphanumeric characters.

   - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require a Passport number. However, if a Passport number is not provided, then an alternative ID number and type is required.

   - All persons entering the U.S. from Cuba or departing the U.S. for Cuba require an ID number.

   - Only Western English letters and numbers are allowed in the **ID Number** field.

   - If a travel document's number contains hyphens (-), slashes (/), and/or spaces, disregard them. Do not include them in the document number.

   - Information, such as driver's license numbers or entries like Passport or Birthcert, should not be included in the **ID Number** field.

   - U.S. and Canadian citizens entering or departing the U.S. from/to another Western Hemisphere country (other than Cuba) are not required by the CBP to provide an ID number, although it is encouraged to provide a passport number if available.

2. Click the down arrow on the **Type** field, and then select the *{Type of ID Presented by the Passenger}* from the drop-down list. The entry is based on the applicable rules below.

   - The order of preference for travel documents listed in the Type field is as follows:
     a. Passport (U.S. or Non-U.S. Document)
     b. U.S. Alien Registration Card/U.S. Permanent Resident Card (U.S. Document)
     c. U.S. Mariner Document (U.S. Document)
     d. Foreign Mariner Document (Non-U.S. or Canadian Document)
     e. Govt Issued Picture ID (Canada)
     f. Govt Issued Picture ID (US).

NOTE: *If a non-crewmember or passenger has both ID type A and B from the list above, ID type A must be sent.*

   - Missing or invalid travel document types may be considered a system error and may affect the transmission of the InfoPath e-NOA/D to the NVMC.

3. Click the down arrow on the **Country** field, and then select the *{Country Issuing the Passenger's ID}* from the drop-down list. The entry is based on the applicable rules below:

   - **ID Type**—U.S. Alien Registration Card, U.S. Permanent Resident Card, and U.S. Mariner Document are always **United States**.

   - **Issue Country**—Name of U.S. Territories (for example, PR and VI) is always **United States**.

4. Click the **Calendar** icon on the **Expiration Date** field, and then select the *{Date the Passenger's ID Expires}*. The entry is based on the applicable rules below:

- The expiration date for the identification document is required for both arrival and departure notices.

- The **Expiration Date** field is only required for travelers who are using their passport as their official travel document.

In the **Non-Crew & Passenger List—Embarkation** section of the table, execute the following steps:

1. Click the down arrow on the **Country** field, and then select the *{Country where the Passenger Embarked}* from the drop-down list. This is a required field.

*NOTE: The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The **State** field is then activated, and a drop-down list appears from which the correct state is chosen.*

2. Click the down arrow on the **State** field, and then select the *{State where the Passenger Embarked}* from the drop-down list.

3. Click the **Find** button on the **Port** field.

    A list of available ports appears in the right pane (Task Pane Area).

4. Select the correct *{Name of the Port where the Passenger Embarked}*.

    *The port's name appears in the **Port** field.*

5. Enter the *{Name of the Place where the Passenger Embarked}* in the **Place** text box if no port was selected in the **Port** field. This is a required field if no selection was made in **Port**. It accepts free-text data.

6. Click the **Calendar** icon on the **Date** field, and then select the *{Date the Passenger Embarked}*. This is a required field.

In the **Non-Crew & Passenger List** section of the table, execute the following steps:

*NOTE: The **Debarkation** section provides information on the final foreign port or place of destination for in-transit non-crewmembers and passengers.*

1. Click the down arrow on the **Country** field, and then select the *{Country where the Passenger will Debark}* from the drop-down list.

*NOTE: The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The InfoPath e-NOA/D application then activates the **State** field, and a drop-down list appears from which the correct state is chosen.*

2. Click the down arrow on the **State** field, and then select the *{State where the Passenger will Debark}* from the drop-down list.

3. Click the **Find** button on the **Port** field.

    A list of available ports appears in the right pane (Task Pane Area).

4. Select the correct *{Name of the Port where the Passenger will Debark}*.

    *The port's name appears in the **Port** field.*

5. Enter the *{Name of the Place where the Passenger will Debark}* in the **Place** text box if no port was selected in the **Port** field. This field accepts free-text data.

6. Click the **Calendar** icon on the **Date** field, and then select the *{Date the Passenger will Debark}*.

7. Click the [Insert item] **Insert item** down arrow.

    An additional table will appear on the InfoPath e-NOA/D, allowing additional foreign port/places records to be added.

NOTE 1: The **down arrow** icon [ ] *provides the capability to manipulate a table. By clicking this icon, a table can be added, pasted, cut, or copied.*

NOTE 2: *The user may view previously entered **Non-Crew & Passenger List** records, as shown in Figure 28, while a new **Non-Crew & Passenger List** record is being entered.*
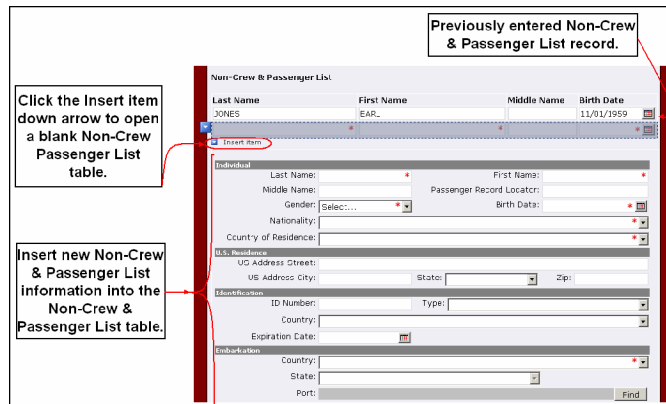

Figure 28 Non-Crew & Passenger List Table

NOTE 3: *If multiple **Non-Crew & Passenger List** records exist, then the user must scroll to the end of the **Non-Crew & Passenger List** to view, edit, and/or enter {Non-Crewmember or Passenger Information} for the selected non-crewmember, as shown in Figure 29.*
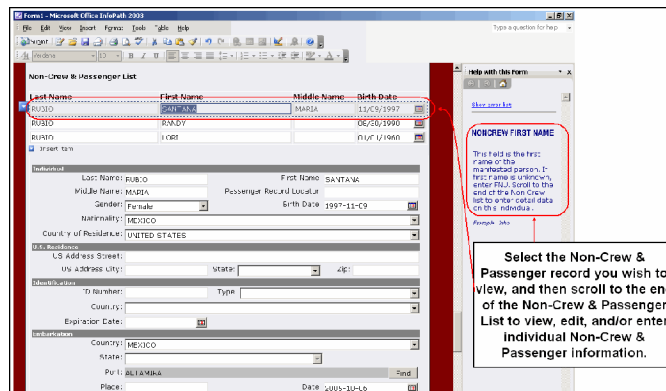

Figure 29 Non-Crew & Passenger Information

To continue adding Non-Crew List and Passenger List records, execute the following steps:

1. Click the ⬚ **Insert item** down arrow.

   An additional table will appear on the InfoPath e-NOA/D, allowing additional crew records to be added.

2. Repeat from Step 2 of the **Non-Crew & Passenger List—Individual** section if more non-crewmember or passenger records are to be added.

SAVING AND SUBMITTING THE INFOPATH E-NOA/D

Once all sections of the notification have been completed, the InfoPath e-NOA/D is ready to submit to the NVMC for processing.

Prior to submitting the InfoPath e-NOA/D, it is recommended it be saved. Saving the InfoPath e-NOA/D now allows it to be retrieved later to be updated, resubmitted, or to use as a record of the submitted InfoPath e-NOA/Ds.

Saving the InfoPath e-NOA/D

To save the InfoPath e-NOA/D, complete the following steps:

1. Click **File** on the menu bar, and then click **Save As**.

    The following message appears: `Do you want to save the form as a different name or submit the form?`

2. Click the **Save As** button.

    The Save As window appears similar to the following figure.
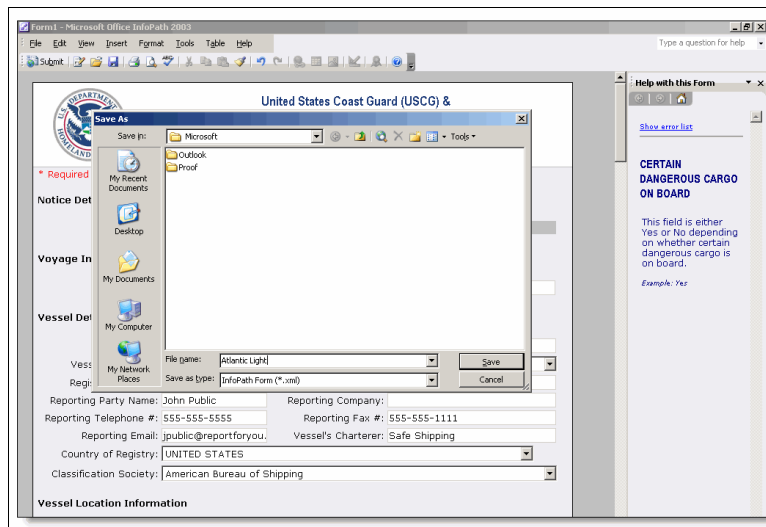

Figure 30 Save As Window

3. Click the down arrow in the **Save in** field, and then select the *{Location}* where the InfoPath e-NOA/D is to be saved.

4. Enter a unique *{Name}* for the InfoPath e-NOA/D in the **File name** field.

5. Confirm the **Save as type** field is set to **InfoPathForm (*xml)**.

6. Click **Save**.

    The InfoPath e-NOA/D is now saved in the specified location.

Submitting the InfoPath e-NOA/D

Two methods of submission of the completed InfoPath e-NOA/D to the NVMC are available: Internet and e-mail.

The Internet can be used to submit the InfoPath e-NOA/D if the submitter has a direct, constant Internet connection (such as a land station or office).

Ships underway using INMARSAT may want to submit the InfoPath e-NOA/D via e-mail.

Internet Submission

To submit the InfoPath e-NOA/D using the Internet, follow these steps:

1. Click the **Submit** button (located in the upper left corner on the toolbar) as shown in the following figure:
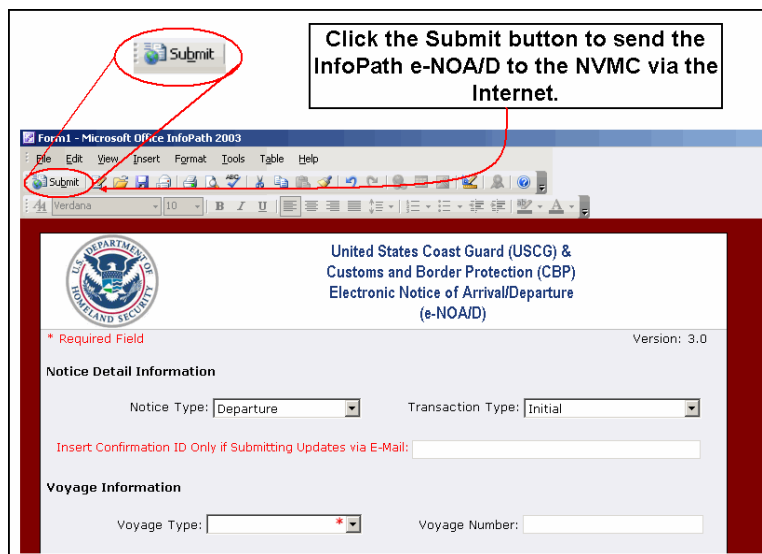

Figure 31 The Submit Button

2. Once the **Submit** button has been clicked, the system will audit the InfoPath e-NOA/D to ensure all required fields are completed correctly.

One of two things will happen:

- *If any required information is missing, an error message appears, as shown in Figure 32. A complete list of errors may be found in the Task Pane Area, after clicking the Show error list link, stating exactly which section has missing data.*
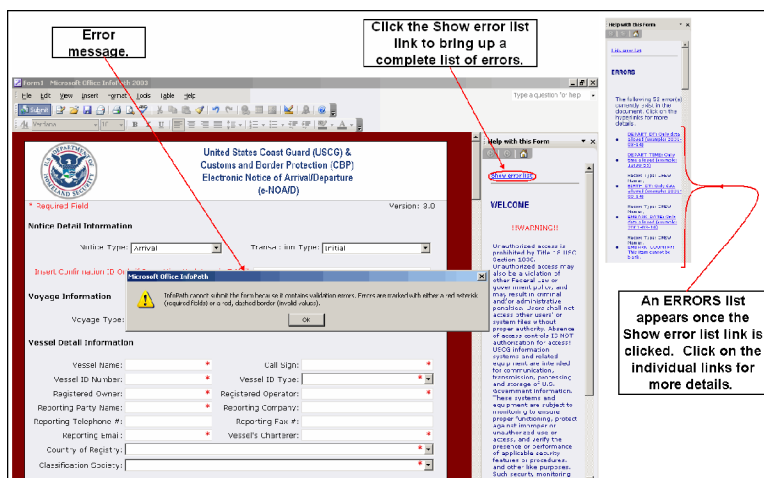

Figure 32 Error Message

- *The InfoPath e-NOA/D is successfully submitted.*

If any changes need to be made to the InfoPath e-NOA/D, then execute the following steps:

1. Make any necessary corrections.

2. Click the **Submit** button again.

The InfoPath e-NOA/D is sent to NVMC for validation, and the InfoPath e-NOA/D remains on the screen.

When the InfoPath e-NOA/D is successfully submitted, the following screen appears.
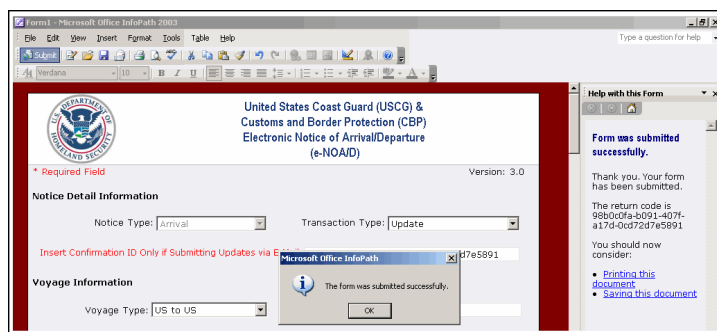

Figure 33 A Successfully Submitted InfoPath e-NOA/D

In the Form Area, a Microsoft Office InfoPath dialog box appears confirming that the InfoPath e-NOA/D was submitted successfully.

The Task Pane Area provides additional information regarding the submission. It provides:

- A confirmation the InfoPath e-NOA/D was submitted correctly

- A return code, which provides evidence the InfoPath e-NOA/D has been validated by the InfoPath application and has reached the NVMC for processing

- An opportunity to print and/or save the InfoPath e-NOA/D.

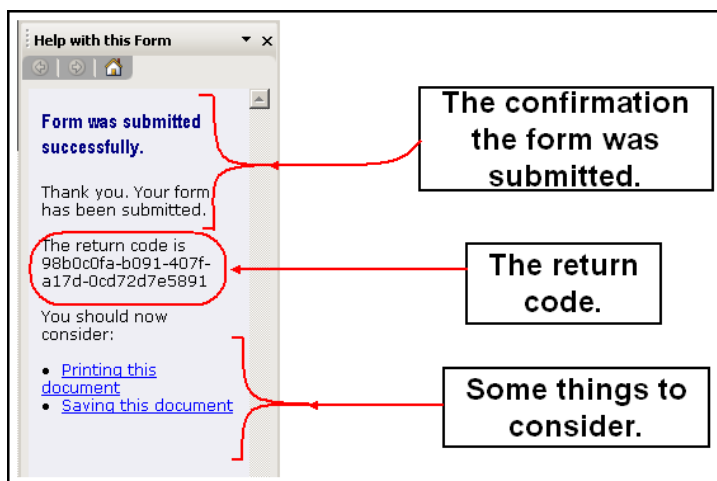The **Task Pane Area** appears as shown in the following figure.

Figure 34 The Task Pane Area Confirming Submission

Before the InfoPath e-NOA/D is cleared from the screen, it is recommended it be saved (if it was not saved previously). If a hard copy of the InfoPath e-NOA/D needs to be retained, it can be printed. These two actions are carried out in the Task Pane Area:

- To print the document, click the **Printing this document** link

- To save the document, click the **Saving this document** link, and then repeat Step 1 through Step 6 in the Saving the InfoPath e-NOA/D section.

E-Mail Submission

If the Internet is unavailable, the InfoPath e-NOA/D can be sent via e-mail to the NVMC. The InfoPath e-NOA/D must be saved before it can be inserted into an e-mail message.

NOTE: The size of the e-mail message cannot exceed 9 MB.

To submit the InfoPath e-NOA/D using e-mail, follow these steps:

1. Click the **Microsoft Outlook** button ![icon] to open e-mail.

2. Click the **New** e-mail button ![New] on the e-mail toolbar.

    A blank e-mail message appears similar to the following figure.
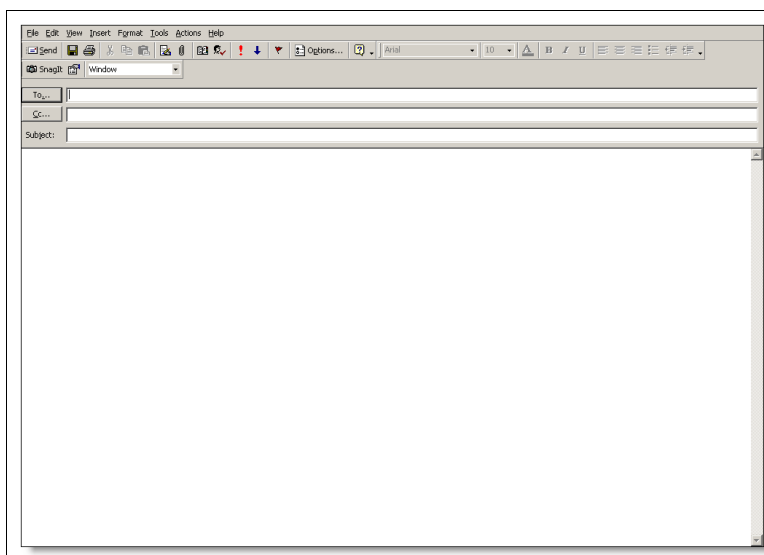

Figure 35 New E-mail Message

3. Enter the NVMC e-mail address of **SANS@nvmc.uscg.gov** in the **To** field.

*NOTE 1: The e-mail address may need to be copied from this user guide and pasted in the **To** field of the blank e-mail message.*

*NOTE 2: Once the e-mail message is received by the NVMC, the sender's e-mail address will appear in the **From** field. Therefore, there is no need to enter the sender's address.*

4. On the **Subject** line, enter: **Submittal of E-NOA/D Form**

5. Click the **Insert File** button .

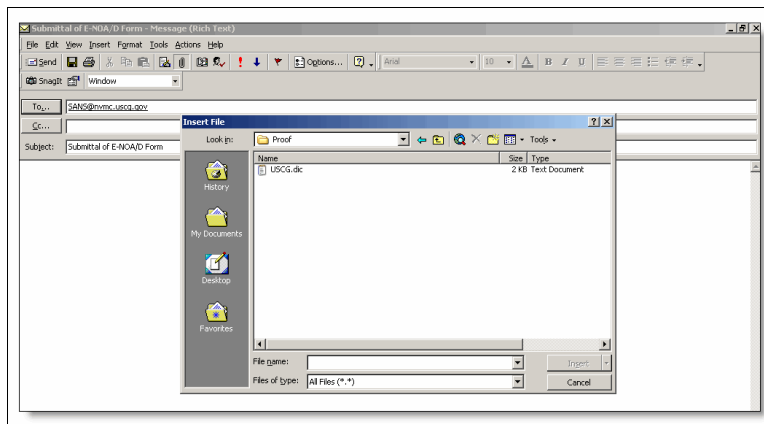> *The **Insert File** window appears similar to the following figure.*

Figure 36 Insert File Window Example

6. Select the location of the saved InfoPath e-NOA/D in the **Look in** field using the down arrow.

7. Click the *{InfoPath e-NOA/D}* to be submitted.

8. Click **Insert**.

> *The new e-mail message with the InfoPath e-NOA/D attached appears.*

NOTE: Text can be added, but it is not necessary.

9. Click the **Send** button.

> *The InfoPath e-NOA/D is transmitted to the NVMC.*

EXITING THE INFOPATH E-NOA/D

There are two ways to exit the InfoPath e-NOA/D.

Using the Menu Bar

Execute the following steps:

1. Click **File**, and then click **Exit** on the menu bar.

    A dialog box will appear asking if changes are to be saved.

2. Click **Yes** to save changes, or click **No** if changes should not be saved.

3. If the changes are to be saved, save the information entered on the InfoPath e-NOA/D prior to exiting. In this case, click **Save As** on the **File** menu. Place the file in a location where it is easy to access and give the file a unique name.

Using the Close Button

In the second option for exiting an InfoPath e-NOA/D, execute the following steps:

1. Click the **Close** button in the upper right corner of the window.

    A dialog box will appear asking if changes are to be saved.

2. Click **Yes** to save changes, or click **No** if changes should not be saved.

3. If the changes are to be saved, save the information entered on the InfoPath e-NOA/D prior to exiting. In this case, click **Save As** on the **File** menu. Place the file in a location where it is easy to access and give the file a unique name.

WHAT HAPPENS AFTER THE E-NOA/D IS SUBMITTED?

Once the e-NOA/D has been submitted, the output file is sent to the NVMC's server, where the information contained in it is validated. After validation takes place, an e-mail messge is returned confirming the receipt of the submission.

*NOTE: The e-mail address is taken from the **Reporting Email** field in the **Vessel Detail Information** section of the InfoPath e-NOA/D. This field must be completed to receive a confirmation that the e-NOA/D has been received.*

This e-mail message, as shown in Figure 37, confirms receipt of the e-NOA/D by the NVMC and states the e-NOA/D has not yet been processed. Once the e-NOA/D has been processed, a second e-mail message will be sent to you indicating the submission has been processed. The data contained in the e-NOA/D is forwarded to CBP, but they will not send a confirmation.
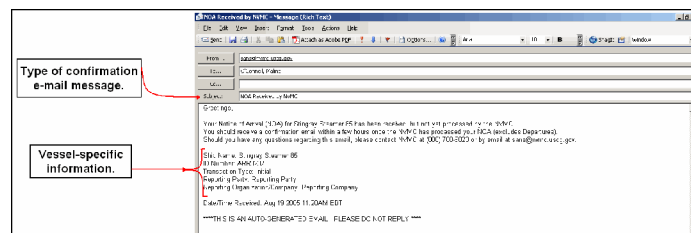

Figure 37 NOA Received by NVMC Receipt

WARNING: If a confirmation e-mail message is not received within two hours of submitting the e-NOA/D, call the NVMC for verbal confirmation.

The text of the e-mail message contains the type of notice submitted, a date and time stamp confirming when the e-NOA/D was received by the NVMC, and limited information about the vessel. Depending on the type of e-mail message, it can also contain a notice that additional information is required. The three types of e-mail messages are **NOA Received by NVMC** (as shown in Figure 37), **Receipt of Notice**, and **Incomplete Notice**.

Receipt of Notice E-Mail Message

If the e-NOA/D has been completed correctly and is considered complete, a **Receipt of Notice** e-mail message is sent. If this type of message is received, no further action is required. The following figure shows an example of this type of e-mail message.
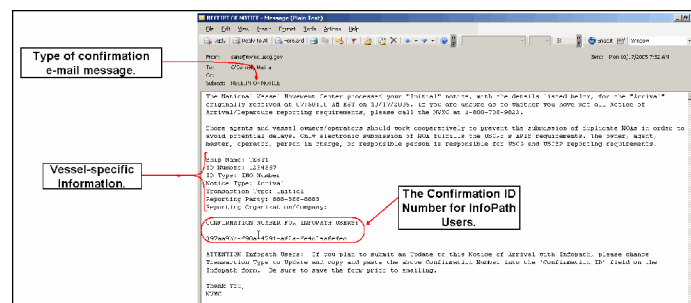

Figure 38 Receipt of Notice

NOTE 1: *To submit an updated Infopath e-NOA/D, change the* **Transaction Type** *to* **Update** *and insert the {Confirmation Number} into the* **Insert Confirmation ID Only if Submitting Updates via E-Mail** *text box as shown in Figure 39.*

Figure 39 Insert Confirmation ID Number Example

Incomplete Notice E-Mail Message

If information is missing from the e-NOA/D, an **Incomplete Notice** e-mail message is sent. In addition to the information contained in the **Receipt of Notice** e-mail message, it contains an **Additional Comments** section detailing information needed to complete the e-NOA/D. The missing data is to be provided as soon as possible to ensure the vessel is not delayed or denied entry into the port. The following figure shows an example of this type of e-mail message.
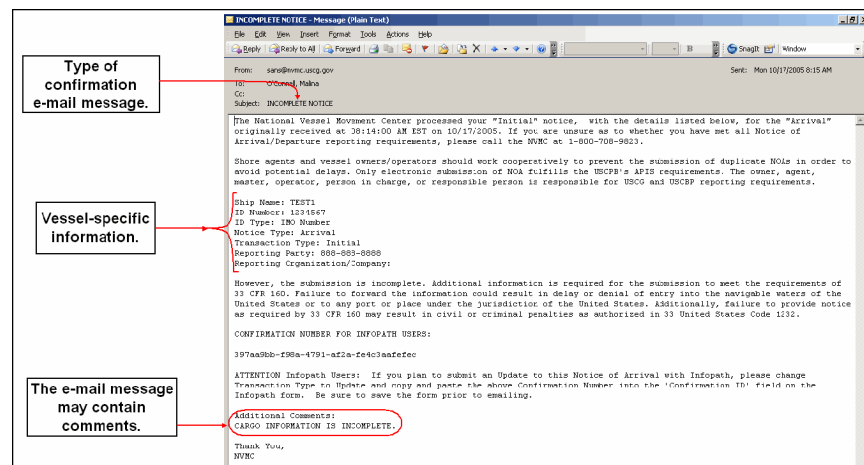

Figure 40 Incomplete Notice